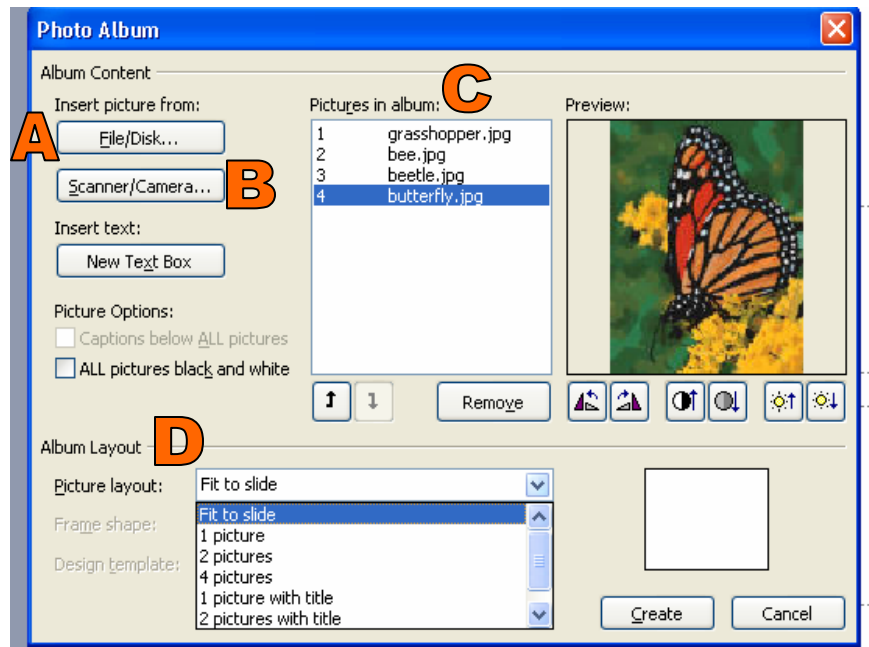


PowerPoint Photo Album

Do you have digital pictures from a fieldtrip or project and are not sure what to do with them? Create a PowerPoint Photo Album and have your students create captions.

1. Crop your pictures first because images inserted into a PowerPoint Photo Album are considered "Auto shapes" and can not be cropped.
2. Open a new PowerPoint presentation.
3. On the taskbar select Insert > Picture > New Photo Album.

4. In the Photo Album dialog box, Insert Picture from either File/Disk **A** or Scanner/Camera **B**. When inserting from a File/Disk, to select multiple images highlight the first image and then while holding the "Shift" key, highlight the last image you want. When you release the keys, the images in the middle will also be selected. (To select non-consecutive photos, hold the "Control" key and select the images of your choice.) The selected images will appear in the "Pictures in Album" box. **C**



5. Album Layout **D** In Picture Layout highlight "1 picture with title." This will allow you or your students to create captions.
6. Press "Create." Your photos go into a new PowerPoint presentation. File > Save as.